

Carver Middle School



Parent/Student Handbook



1095 Good Hope Rd, NE Phone - 770-207-3333
Monroe, GA 30655 Fax - 770-207-3332



Si usted necesita ayuda con la traducción de esta carta, por favor comuníquese con la Señora Eleanor Scott en Walton County Board of Education. Su número de teléfono es 770-266-4486.

2017-2018

Character and Motivation builds Success

Media Center---Innovation---Connections

6th
Character

Responsibility
Respect
Cooperation

7th
Motivation

Compassion
Courage
Perseverance

8th
Success

Integrity
Leadership
Confidence



Stay Plugged In!

CMS WEBPAGE

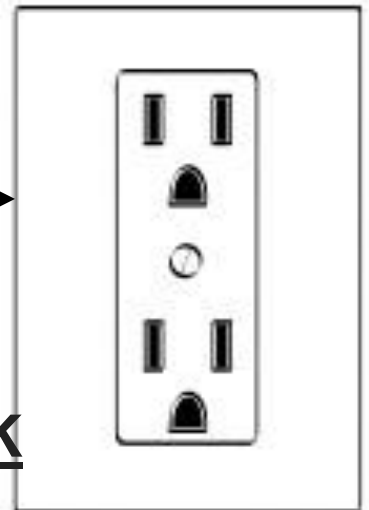
(To access teacher websites and WCSD updates)

<http://carvermiddle.org>

CMS FACEBOOK

(Like us on Facebook for frequent updates from CMS!)

<https://www.facebook.com/home/php#/carvermiddleschoolwildcats>



ABSENCES, EARLY CHECKOUTS, & TARDIES

Absences may be excused for the following reasons: personal illness, serious illness or death in the immediate family, celebration of religious holidays, absences mandated by governmental agencies, conditions where attendance is impossible or hazardous to the safety of the student, or prior permission from the principal. A student may not participate in activities, rehearsals, practices, and/or games on a day the student is absent from school.

Excuses for absences shall be furnished in writing to the school within three school days of the return to school, and shall be signed by the student's parent or guardian, and shall specifically state the reasons for the absence. All absence excuse notes should contain the student's first and last name, the specific reason for the absence, the date(s) absent, and parent's/guardian's or physician's signature. The principal has the authority to require a doctor's statement justifying the absences of a student.

See the back pages of this handbook for a printable absence excuse form.

When a student who has been absent returns to school, it is that student's responsibility to place his or her absence excuse in the excuse box in the atrium. Excuses that are turned in anywhere else are not guaranteed to reach the office staff for entry into our system. It is the student's responsibility to work with teachers to obtain work assigned during absences.

Students will be considered tardy if not in homeroom when the 7:30 bell rings. When tardy, students must report to the office to sign in. A student who has excessive tardies to school and/or to class shall receive disciplinary action according to the WCSD Student Code of Conduct and may be referred to the school social worker for educational neglect.

To assure your child receives maximum educational benefits and to alleviate traffic problems, we ask that you only pick up your child in case of medical or other unavoidable appointments. When you must pick up your child early, make the pickup prior to 2:05pm. After 2:05 you will be required to wait for the school to perform its normal dismissal procedures.

Parents and guardians who wish for other responsible adults to pick up a child should list that person in the student's emergency contact/pick-up information in iCampus. All adults will be expected to show picture ID when checking out a student or visiting our campus.

The principal has the authority to require additional proof of the legitimacy of excessive requests for early checkouts. Students with excessive early checkouts may be referred to the school social worker for educational neglect.

(See also: Make-up Work)

ARRIVAL & DISMISSAL

Students may not arrive at school earlier than 7:00 a.m. At the end of the day students must leave the campus immediately upon dismissal unless involved in a supervised after school activity. Students involved in an after school activity must report to the supervising teacher/coach immediately. Students who are car riders in the afternoon must be picked up between 2:35 and 2:45. CMS staff are not available to supervise students before 7:00 a.m. and after 2:45 p.m.

BEHAVIOR/DISCIPLINE

Carver Middle School staff enforces the Walton County Student Code of Conduct. This Code of Conduct can be found in the handbook posted on the Carver Middle School website. The code is a progressive discipline plan which imposes stronger consequences based on the severity of the discipline infraction and/or the number of discipline infractions a student has accrued.

BULLYING/HARASSMENT

Georgia Law defines bullying as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or, (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm or, (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that: (a) Causes another person substantial physical or visible bodily harm; (b) Has the effect of substantially interfering with a student's education; (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Bullying is prohibited in all Walton County Schools. Walton County Schools has developed progressive discipline procedures in order to respond to bullying.

If a student feels he or she has been harassed that student must complete a Harassment Form. Forms are available in all classrooms and can be turned in to any teacher. If a student does not report a bullying situation, we are not able to prevent future issues. Students are also to report bullying that they are witness to, even if they are not being bullied. Students must be truthful and include all information on the form to document the incident.

Retaliation by a student against another who made a bullying report is strictly prohibited. The retaliating student will be subject to a disciplinary hearing with possible Law Enforcement charges filed.

CELL PHONES, ELECTRONIC DEVICES & PERSONAL ITEMS

Students are allowed to bring cell phones and other electronic devices to school; however, these devices must be powered off and stored in the student's locker during the school day. Cell phones and personal electronic devices which are out of the locker during the school day will be confiscated. Students with repeated violations of this policy may be subject to further disciplinary action.

Students are not to bring valuable personal items to school. The school is not responsible for investigating the loss or theft of such items.

Students who have P.E. can obtain a combination lock so they can lock their belongings in a locker during the P.E. class period. CMS is not responsible for items left in the dressing rooms during or after P.E.

(See also: Confiscated Items and Prohibited Items)

COMMUNICATION – PARENT TO TEACHER

Parents should obtain their log-in information to our student information portal, iCampus, early in the school year. This portal allows you to view your child's grades, attendance, and other important information. Please be sure to keep your phone numbers and email address up to date. In addition to using the phone for parent contact, we use the email addresses in iCampus to keep you up to date with class newsletters, announcements, and other important information. Parents can change their email information through a parent portal access on the Walton County web site, www.walton.k12.ga.us. Go to the web site and click on the parent tab. Click on the iCampus Parent Portal and follow the directions. Your contact information can be changed by coming in to our school office and giving that information to an office worker.

COMMUNICATION – TEACHER TO PARENT

Parents are vital to a student's success in education and are encouraged to be a partner with the teacher and the students. To facilitate this, teachers will communicate with parents on a regular basis. Teachers in each pod will distribute a Newsletter in a hard copy form to each student. The teachers will also email an electronic copy of the newsletter to parents who have an email address in iCampus.

The newsletter will include department news (ELA, Math, Science, Social Studies) general school announcements, upcoming school events, curriculum to be addressed, test/study guide, as well as other pertinent information.

CONFERENCES

Any time you wish to have a conference, please contact your student's homeroom teacher to request an appointment. Early release conference days will also be utilized to conference with parents. The easiest way to contact teachers is via email, but you can also call the office and leave a message for the teacher to set up a conference. To get an accurate picture of your child's progress and needs, every effort will be made for all your student's teachers to attend the meeting. If you have a concern or need to talk with someone after you have spoken with your child's teachers, please do not hesitate to call a counselor or an administrator.

CONFISCATED ITEMS

Items confiscated from students will not be returned to the student. It is the responsibility of the student to notify the parent that an item has been confiscated. Parents must contact a school administrator to arrange return of the item. Parents must present ID to the office to recover the confiscated item.

(See also: Cell Phones, Electronic Devices, and Personal Items, Lockers, and Prohibited Items)

EVENTS CALENDAR

At the beginning of school the CMS Events Calendar is posted online. This calendar shows our plans for the entire year. Of course, sometimes plans are added and/or modified. There is also always an updated calendar on our website.

DRESS CODE

It is impossible to include every fad or inappropriate item of clothing, so Walton County Board Policy assigns administrators the duty of interpreting the appropriateness of student dress. School is a student's job so clothing should be appropriate and conducive to education.

See the Dress Code at the end of this handbook for more specific information.

FORMATIVE AND SUMMATIVE ASSESSMENTS

Teachers will administer formative and summative assessments during the school year. Formative assessments give the teacher insight into student progress. Summative and performance assessments are used to determine what the student has learned at the end of a unit.

Study guides will be created for major assessments. Study guides should go home no later than the Friday before the week of the assessment.

FLOWER OR GIFT DELIVERY

Delivery of flowers, balloons, teddy bears or other gifts for Valentine's Day, a student's birthday or for any other reason is not permitted in any Walton County School. The office cannot accept these deliveries.

FORMS

An absence excuse form, change of transportation form, athletic physical form, insurance waiver form, certificate of attendance form (for driver's license) and other forms are available on the CMS website, in the forms section. Our website address is www.carvermiddle.org.

GRADING, REPORT CARDS, HONOR LISTS

Parents should obtain their log-in information to our student information system portal, iCampus, early in the school year. This portal allows you to view your child's grades, attendance, and other important information.

Walton County School District's grading scale: A = 90 – 100, B= 80 – 89, C= 70 – 79, F= Below 70. In order to have grades truly show student progress, CMS teachers do not enter a grade below 50 in the grade book. If a student did not turn in an assignment, you will see the grade entered as a 50 with a notation that the assignment is missing. If the student turned in the assignment and scored below a 50, you will see a 51 entered in the grade book with a notation stating the actual grade on the assignment. This allows all grades to have the same general impact on a student's final average, and avoids a zero or a very low score making the student have a failing grade.

CMS will send home paper copies of report cards. Progress reports can be viewed in iCampus at midterm. See the Walton County School District Calendar or the Carver Middle School Calendar of Events for the dates these are issued.

At the end of each grading period, students who have maintained high scholastic averages will be listed on the Honor Lists. A student who earns an A in every subject for a grading period is included on the Principal's List for that period. A student who earns an average of 90 or above for all subjects is included on the Honor Roll List. A student who earns an average of 85 to 89 for all subjects is included on the Merit List.

GUIDANCE SERVICES

Guidance counselors are available for every student, not just for those who have experienced or are having trouble. Our teaching staff works closely with the counselors to help students succeed in school and reach their fullest potential. Any student desiring an appointment with a counselor must have a pass from the teacher or counselor. Parents are invited to contact their child's guidance counselor at any time for assistance or to share concerns.

GUM/SNACKS

Students may bring a healthy snack from home and consume the snack during a designated time of day. Students may also bring water from home and drink the water during snack time. No beverages other than water are allowed during snack time. Due to students with severe allergic reactions, students may not bring snacks that include peanuts or peanut products, if that student is in a classroom designated as a peanut free zone.

Students are not allowed to chew gum or eat candy during the school day.

HALL PASSES

Any time a student is out of class that student must have a HALL PASS (written in the agenda book) initialed by the issuing teacher stating the destination and the time the student left the room. The staff at the destination will initial the pass with the time the student leaves to return to the classroom.

INSURANCE

The Walton County Board of Education offers a choice of school day or twenty-four hour accidental insurance program for students. Athletes, cheerleaders, and band members are encouraged to participate in the program. This policy is secondary insurance and pays only after other individual or group insurance covering the student has paid. A brochure is given to each student to take home at the beginning of school. The school is not responsible for accidents during the school day or during school sponsored events.

LOCKERS

Lockers are issued to students as a service and a privilege in order to provide for the safekeeping of personal property. Lockers are issued after the CMS Handbook Acknowledgement form, the CMS Title I School Compact, the student information and media release form, and the Clinic Card have been completed, signed and returned to the homeroom teacher. The student to whom the locker is assigned is responsible at all times for the contents of his/her locker. Students are fully responsible to lock their lockers and must not share lockers or locker combinations with others.

All electronic devices as well as purses, book bags, and other bags of any type are to be placed in a student's locker upon arrival and then retrieved at the end of the student's last academic class. The school is not responsible for items missing from lockers.

Students who have P.E. can obtain a combination lock so they can lock their belongings in a locker during the P.E. class period. CMS is not responsible for items left in the dressing rooms during or after P.E.

Lockers are considered school property and may be searched at any time by the administration without the consent of student or parent.

There will be a \$5.00 locker fee to cover the yearly maintenance and security of the lockers.

(See also: Cell Phones, Confiscated Items, Electronic Devices, and Personal Items, and Prohibited Items)

LUNCHES

Students are not allowed to bring carbonated drinks (Coke, Pepsi, Sprite, etc.) in their lunches. Energy drinks (i.e. Red Bull) are also not allowed as part of students' lunches from home. Lunches from outside restaurants are not permitted in the school cafeteria.

MAKE-UP WORK

A student with excused absences is allowed three (3) school days from the day of return to make arrangements with the classroom teacher to make up the work missed. The teacher and student will decide upon a reasonable time for completing and handing in make-up work. It is the student's responsibility to request make-up work and to return it as arranged.

If a student is absent for three or more days, a parent should call the office and request assignments. Please allow 24 hours for teachers to get assignments ready. These assignments can be picked up in the front office.

MEDICATION

Parents/guardians should check with the student's physician regarding the need for medication to be administered during school hours. If it is possible to administer the medication at home, please do so.

All medications, both prescription and non-prescription, must be brought into the school in the original packaging and signed in through the clinic by the parent/guardian. All medications that are to be administered at school must be accompanied by the “*Administration of Medication Request Form*”.

Students are NOT allowed to transport medications to and from school. *It is a violation of the Walton County School District Code of Conduct for students to transport medications, even over-the-counter medications.*

PURSES/BOOKBAGS/STRING BAGS/TOTE BAGS

All purses, book bags, and other bags of any type are to be placed in a student’s locker upon arrival and then retrieved at the end of the day.

PROHIBITED ITEMS

The following items are expressly forbidden on school property and will be confiscated immediately with possible legal action taken against the person(s) found to be in possession.

- firearms of any kind (to include ammunition)
- hacking software
- drugs, alcohol, or other controlled substances
- fireworks or explosives
- gang related objects, clothing, drawings, etc
- knives, box cutters, razors, or other sharp objects
- tasers
- laser lights/pointers
- obscene items, including but not limited to, books, magazines, pictures
- skateboards, playing cards, dice, trading cards, yo-yo’s, and other toys
- tobacco products, lighters, matches or associated paraphernalia
- water pistols, balloons, stink or paint bombs,
- or any other item being represented as a prohibited item.

Students are offered a reward for reporting tobacco, drug, or weapons related items. See the posters around the school for more information.

(See also: Cell Phones, Electronic Devices, and Personal Items, Lockers, and Confiscated Items)

STATE TESTING – GEORGIA MILESTONES

The state of Georgia’s standardized test is the Georgia Milestones. Last year was the first year Georgia implemented the Milestones. With some exceptions for special education students with specific testing accommodations only, the Georgia Milestones will be administered entirely online by the fifth year of implementation. Georgia Milestones also replaced the Georgia Grades 3, 5, and 8 Writing Assessment, as students will receive a writing score as a part of the LA test in Georgia Milestones. The test for elementary and middle grades students is the End of Grade or EOG test.

TELEPHONE

Use of the office phone is limited to emergency calls and students must have a hall pass from a teacher to use the office phone. All incoming phone calls for students during the school day are to come through the front office as students’ phones are to be powered off and in their lockers.

The school nurse will determine whether it is necessary for a student to call home due to illness. A student who uses a phone other than the front office phone to contact a parent during the day (such as to request pick up due to illness) is violating a school rule and is subject to disciplinary action.

TEXTBOOKS

Students are responsible for any books that are used or issued. Students must keep up with the book and protect it from damage. Having a textbook stolen does NOT release the student from the payment for the lost/stolen book. Parents will be allowed to check out textbooks for home use under their child's name from the media center.

TRANSPORTATION REQUESTS

Your child's safety is a primary concern so we cannot take phone messages regarding a change in checkout or afternoon transportation for students. This is for your child's protection, as it is impossible for us to be certain with whom we are speaking.

Students must come to school in the morning knowing whether their parents expect them to ride the bus, walk, or be picked up by car in the afternoon. Parents must know whether or not your student is planning to stay for an after-school activity. If you have questions or concerns regarding transportation (bus schedules), please call our transportation department at 770-207-3200. The FAX number for transportation is 770-267-2979.

If a student is going to ride the bus to a different location, parents must send a note to school, which is turned in to the office by the student before 7:30 in the morning. The bus pass must be picked up in the office during the student's lunch. The note must include the student's first and last name, a contact number for the parent, the street address (house number and street name) of the location the student will be transported to, and the name and bus number of the student your child is going home with. Please note that this bus pass request must be verified via phone contact with parent, except when presented to the front office by parent. If a bus pass request cannot be verified during the day, the student will use his/her normal afternoon transportation.

Bus passes cannot be issued for students to get off the bus at another Walton County school unless student is a member of an athletic team at that school or parent is a school employee at that location. Coaches for athletic teams are responsible for providing bus note requests to the school for their athletes. Students cannot ride to an address that does not lie within the CMS school attendance zone.

See the back of this handbook for a printable transportation change form.

Carver Middle School Student Absence Note

Student ID Number: _____
(your child's lunch number)

Today's Date: _____

Student's Last Name: _____

Student's First Name: _____

My child was absent from school on the following date(s):

Reason for Absence(s):

Please attach any notes provided by doctor, dentist, orthodontist, physical therapist, or other medical service provider. If the reason for absence was not medical, please attach any documentation you have for the absence.

Parent's Name (Printed)

Parent's Signature

Phone Number

This note is to be presented in the morning to the staff on duty in the media center. The student will receive a pass to class from the duty staff.

Parent notes must be presented within three days of the absence. Medical appointment notes may be provided at any time.

It is the responsibility of the student to obtain makeup work from the teacher upon the student's return to school.

For Office Staff Use Only

Date Received: _____

_____ Excused _____ Unexcused

Date entered into iCampus _____

Staff Initials: _____

Carver Middle School Student Bus Pass Request

Student ID Number: _____
(your child's lunch number)

Today's Date: _____

My child, _____, _____
(Last Name) **(First name)**

has my permission to ride the bus to the following location:

Name of Resident **(House Number, Street Name, City)**

My child has permission to ride the bus to this address for the following date(s):

Parent Name (Print)

Parent Signature

Phone Number (Required)

Please note that this bus pass request must be verified via phone contact with parent, except when presented to the front office by parent. If a bus pass request cannot be verified during the day, the student will use his/her normal afternoon transportation.

Bus passes cannot be for more than 5 days in a row. Contact the office if you have a need for changes in transportation beyond 5 days.

Bus notes cannot be issued for students to get off the bus at another Walton County school unless student is a member of an athletic team at that school or parent is a school employee at that location. Coaches for athletic teams are responsible for providing bus note requests to the school for their athletes. Students cannot ride to an address that does not lie within the CMS school attendance zone.

Bus pass requests are dropped off to the morning duty staff in the media center, prior to 7:30 am on the date the bus pass is requested. Once verified by parent contact, the bus pass will be issued and it is the student's responsibility to pick up the pass in the front office during his or her lunch period.



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by **Walton County School District** as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Georgia Code Annotated § 13-6-15*, the service fee for returned checks is as follows:
\$30 or 5% of the instrument, plus the amount of any fees charged to the holder of the instrument by a bank or financial institution as a result of the instrument not being honored.

(Note that the fee structure will change according to any amendments made to GA law during a school year.)

If you wish to inquire about a returned check written to **Walton County School District**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™
Tel 877.290.5460, or 770.709.3100
Fax 770.709.3007
P.O. Box 157
Suwanee, GA 30024-0157
customerservice@envisionpayments.com

Si usted necesita ayuda con la traducción de esta carta, por favor comuníquese con la Señora Eleanor Scott en Walton County Board of Education. Su número de teléfono es 770-266-4486

CARVER MIDDLE SCHOOL

Character and Motivation builds Success

Dress Code 2017-2018

School is a student's "job" so clothing should be appropriate and conducive to education.

It is impossible to include every fad or inappropriate item of clothing in a dress code.

Therefore, administration will determine the appropriateness of any questionable attire that is not specifically addressed.

- Rules for clothing:
 - No exposed skin may show through holes, slits, rips, or tears in clothing above the knee.
 - Pants and shorts must be fastened and worn at the hipbone.
 - Snug fitting bottoms such as leggings, jeggings, or spandex style yoga pants must be worn with a loose fitting top that is long enough to cover the thigh area.
 - Dresses, skirts, and shorts can be no shorter than 3 inches above the knee.
 - Shirts or dresses that are extremely tight, sleeveless, sheer, and/or that expose cleavage/midriff/shoulders are not allowed.
 - Sleepwear cannot be worn; this includes bedroom slippers.
- Headgear cannot be worn in the building. This includes hats, ball caps, sunglasses, bandanas, or hoodies.
- Outlandishly colored or styled hair, makeup, costumes, etc. that cause a disruption are not permitted.
- Heavy metal jewelry, wallet chains, or other similar items are not permitted.
- Clothing, jewelry, pins, buttons, or accessories must not contain language, graphics, symbols, or slogans that:
 - contain statements that are disrespectful or rude,
 - can be considered demeaning or discriminating to others,
 - contain profanity, or
 - reference weapons, drugs, alcohol, tobacco, gangs, or any illegal behaviors.

Consequences for dress code violations:

- Students will be required to call home for a change of clothing and may be required to sit in ISS until a change of clothing arrives.
- Any student that repeatedly violates the dress code will be referred to an administrator for discipline consequences.

